

## **CBS Manager Meeting Minutes**

**Name of group holding the meeting:** CBS Managers

**Who called the meeting:** Bob Bair

**Date:** 10/14/04

**Time:** 11:00

**Place** CSC

### **Attendees:**

Bob Bair	(OFM)
Bill Starr	
Myrian Myer	
John Sansing	
Patricia Jackson	
Teresa Coppelino	(NIST)
Wende Wiles	
Jennifer Milne	
Rosalee Lindsey	(NOAA)
Jim Aikman	(Census)
Cathy Ayoob	
Gary Gilbertson	
Rich Bittner	
Keith Featherstone	
Avis Merkl	
Sandranette Moses	(EDA)

### **Agenda:**

1. CSTARS Project
2. CCR Project
3. Priorities for FY 2005
4. CBS DAO Compliance

### **Key issues or topics addressed:**

**ITA Financial Systems Requirements:** The CSC is assessing ITA's financial requirements to provide input on how they should be serviced. ITA currently is cross-serviced by Interior and uses AMS FFS. The CSC analyzed ITA's requirements versus CBS capabilities and identified gaps. ITA is doing an RFI to identify the best commercial solution and then they will compare that solution to CBS. Bob asked Teresa to have NIST give a cost estimate and level of effort to cross-service ITA.

**NIST Portal:** NIST provided an overview of their concept and advantages of a CBS-wide portal (see attached hand-out). Bob asked Wende Wiles to chair a group to look into the following and come back with a solution by the end of December:

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- Objective of Portal
- Advantages
- What bureaus have to do
- Proposed source of IT support

**DAO Compliance:** Bob asked that before bureaus embark on new activities to extend the capability of CBS at the bureaus, they should discuss them at a departmental level because the new activities may be attractive to other bureaus. If all the bureaus are interested, we could make it an enterprise feature and incorporate it into the CBS software. The CSC would work with the bureau, who would take the lead while following the DAO guidelines.

Census is extending data warehouse for generating reports. They currently are in the data requirements gathering phase and plan to look at what NOAA and NIST have done.

**CSTARS/CBS Interface:** The CSC will be hosting a prototype demo of interface. We clarified that this is not a full systems demo and that bureau participation should be limited to 2-3 people. The project is on schedule and we are coordinating interface development with the CCR project to ensure tight integration. Testing is planned for late January and delivery of code to bureaus is scheduled for around March 2<sup>nd</sup>. John Sansing will be meeting with each bureau to implement CSTARS Interface and CCR.

**Central Contractor Registry:** The CSC is testing the conflict resolution screen and vendor (GCE) code deliveries are on schedule. Janie Ma of the CSC is the point of contact for GCE service support for establishing the CCR in the bureaus.

**Bureau Top 10 Priorities:** Three projects are underway:

- Reimbursable Agreements
- Changes to the Budget Module
- Trial Table changes/Expansion

Reorganization – An analysis group needs to determine how to get started and how to do reorganization more simply than the design that was developed a few years ago.

### CSC Activities:

The CSC needs to set up a NIST CCR planning meeting.

John Sansing's division is setting up 3 working groups and will send out an e-mail documenting what each group will do:

- Scheduling User Group – Headed by Patricia Jackson, this group will work on communicating software release schedules and content, where we are, and what we expect to accomplish in the future.

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- Testing User Group – Headed by Sue Masser, this group will coordinate testing, resources, and plans. This group will also look into sharing test scripts to reduce bureau testing of CSC code.
- Cost Allocation Working Group – John needs bureau representatives from Census and NIST. He already has a NOAA representative.

**Web-Enabling CBS:** The CSC needs bureau representatives (another working group) to support the development of a business case. The business case will look at approaches, cost, and alternatives.

**CBS Version Control:** The CSC needs to know what version of CBS, CRS, and the data warehouse each bureau is running. The CSC also needs to coordinate plans for all future releases to know what it will take to put releases into production. The CSC does not have the ability to support multiple versions of software and future releases are based on the latest release of code.

### **Action Items**

1. John Sansing will send out e-mail describing all new working groups. **DONE**
2. NIST and Census will provide names for cost allocation working group.
3. John Sansing will set up a meeting with NIST to discuss CCR planning.

Dates of Next CBS Manager Meetings will be:

November 10th – NOAA

December 9<sup>th</sup> - EDA